

DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES

AGENCY _____

CONTRACT NO. _____

CO

COP No. _____

CONTRACT **CHANGE ORDER**

PROJECT TITLE _____

PROPOSAL REQUEST

TO: _____ CONTRACTOR _____ PROPOSAL REQUEST DATE _____

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

REASON FOR CHANGE _____

DATE PROPOSAL REQUIRED _____

CHANGE ORIGINATED BY _____

PROPOSAL REQUESTED BY _____

CONTRACTOR PROPOSAL

WE PROPOSE TO PERFORM ALL CHANGES DESCRIBED IN THE PROPOSAL REQUEST FOR:

TO: _____ (A/E)

TO: _____ PM (E&AS)

CONTRACT PRICE CHANGE: ☐ NO CHANGE ☐ INCREASE ☐ DECREASE

OF _____

(Washington State Sales Tax Not Included)

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto

CONTRACT COMPLETION DATE: ☐ NO CHANGE ☐ INCREASE ☐ DECREASE OF _____ CALENDAR DAYS

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect. We understand that work shall not begin prior to authorization.

CONTRACTOR BY _____

DATE _____

RECOMMENDATION

TO: STATE OF WASHINGTON

We have carefully examined this proposal and find the cost to be reasonable. Therefore, we recommend acceptance.

A/E _____

DATE _____

E&AS COST VERIFICATION _____

DATE _____

AGENCY _____

DATE _____

E&AS PROJECT MANAGER _____

DATE _____

AUTHORIZATION

CONTRACT SUMMARY (BY E&AS)

ORIGINAL CONTRACT SUM _____

PREVIOUS TOTAL _____

PREVIOUS ADDITIONS _____

CHANGE AMOUNT _____

PREVIOUS DEDUCTIONS _____

NEW TOTAL _____

NEW CONTRACT COMPLETION DATE _____ DAYS

PERCENT CHANGE FROM ORIGINAL CONTRACT AMOUNT _____

☐ The final amount of this change order differs from the cost proposal. Invoices incorporating this change order constitutes acceptance by the contractor as total reimbursement due in connection with this change order.

The State of Washington hereby accepts the foregoing proposal and authorizes the performance of the changes specified. This constitutes a change order to the contract only when authorizing signature is affixed.

AUTHORIZING SIGNATURE _____

DATE _____